

# **CALL FOR INVESTMENT**

## **Colorado Division of Housing** Application Policies, Procedures & Instructions

Colorado Division of Housing  
STATE OF COLORADO  
Department of Local Affairs  
1313 Sherman Street, Room 518  
Denver, Colorado 80203  
(303) 866-2033  
[www.dola.state.co.us/doh/Index.htm](http://www.dola.state.co.us/doh/Index.htm)

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# 1. OVERVIEW

## A. INTRO TO OUTCOME FUNDING

The Colorado Division of Housing (DOH) uses the Outcome Funding process to promote a way of thinking, communication, and behavior that increases the chances that an applicant's vision for their project will be achieved. It helps both DOH and its applicants to define and verify their project results. Outcome Funding uses the following terms:

- Investor – The Colorado Division of Housing (DOH).
- Implementer – The organizations that receive funds from DOH in support of the Investor's Outcome Statement.
- Customer – The end user of a project or program funded by DOH.
- Outcome Statement – The final result that the Investor wants to achieve.
- Performance Targets – specific, verifiable results that help achieve or support the Investor's Outcome Statement. DOH's Performance Targets are included in Section 3 of these Instructions. For applicants, your Performance Target will generally be in the form of a single housing development project or housing program.
- Milestones – Significant steps on the road towards a Performance Target. Milestones are a key component of the DOH Application.

Outcome Funding utilizes a specific framework for understanding a proposal, as follows:

1. Define your Outcome Statement
2. Define the regulations that constrain your activities (givens, or guidelines)
3. Define the policies that guide your activities (assumptions)
4. Identify your Performance Targets, as well as the potential benefits of achieving each target (how will it help to achieve your Outcome? DOH's Outcome?)
5. For each Target, identify Milestones. Also identify the person who will be key to completing each milestone & a target date for each milestone.
6. For each Milestone, identify a Workplan of strategies & actions to be used, including key individuals and a timeline (this is not part of the application to DOH, but could be useful for the Implementer).

DOH, as the Investor, wants to maximize the results of each project that it funds. The Outcome Funding framework provides both the Investor (DOH) and the Implementer (applicants) a foundation of common expectations for each proposal.

## B. DOH'S OUTCOME STATEMENT

The Colorado Division of Housing (DOH) is focused on achieving the following Outcome:

**“All Coloradoans of modest means have safe, affordable housing that is maintained at or above community standards. Households of modest means are welcomed by their communities and they contribute to community social and economic development through their own personal, social, and economic self-sufficiency.”**

DOH works together with local governments, housing authorities, and developers (both for-profit and not-for-profit) to achieve this Outcome. This Call for Investment is intended to solicit applications for funding in support of projects and programs that will help achieve DOH's Outcome.

C. GENERAL INFORMATION

DOH funding comes primarily from two U.S. Department of Housing and Urban Development Programs – the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program (HOME). In addition, DOH has funds available from the Revolving Loan Fund (RLF). DOH uses these funds to assist in the development, purchase &/or rehabilitation of apartments, single-family homes, and special needs housing. The units can be for-rent or for-sale, but they must be affordable to and occupied by households with low income. Maximum incomes vary by county, household size, and whether they will be renter- or owner-occupied. Applicants must leverage DOH funds with financing from other private and public sources to complete an affordable housing project or program.

If you are interested in applying for DOH funds, contact your regional housing development specialist for assistance (See Appendix B – Regional Assignments). The regional housing development specialist can provide a full range of technical assistance to groups developing an affordable housing project or program and completing the DOH Application.

## 2. DOH INVESTMENT GUIDELINES

Before applying to DOH for funds, please read carefully the following section that details the types of projects, programs, and organizations that DOH will invest in, and DOH's performance targets (Section 3). These Investment Guidelines are based on federal regulations that govern DOH's sources of funding as well as DOH's own priorities and/or policies.

- DOH provides its funds as either grants or loans to not-for-profits and housing authorities, grants to local governments or loans to for-profit developers. See the chart below for more detail.
- DOH can structure its funds as direct loans, loan guarantees, or interest-rate subsidies for construction or permanent financing.
- Applicants use the same form, regardless of the type of development or the funding source. The only exception to this is for Owner Occupied Rehabilitation program renewals, which have a specialized application.
- Applicants must have completed a number of steps before submitting an application to DOH, including:
  - Hold a public hearing with a DOH staff member present
  - Secure local political and financial support
- Although DOH does support mixed-income developments that include some market-rate, unrestricted units, its funds are targeted to units that are restricted to be both **affordable** to households at certain income levels and also **occupied** by such households. They are:
  - Renters below 50% AMI
  - Owners 50% - 80% AMI
- Each successfully funded applicant will agree to maintain the affordability of their housing project for at least the minimum period indicated in the following chart:

<u><b>Type of Project</b></u>	<u><b>Funds</b></u>	<u><b>Eligible Applicant</b></u>	<u><b>Affordability Period</b></u>
New Construction or Acquisition & Rehabilitation	Grant	Not-for-Profit, Housing Authority, Local Government	50 years
New Construction or Acquisition & Rehabilitation	Loan	For-Profit, Not-for-Profit, Housing Authority	30 years or length of DOH loan term, whichever is longer
Owner Occupied Rehabilitation Assistance Program	Grant/Loans	Not-for-Profit, Housing Authority, Local Government	Customers must qualify as Low or Moderate Income & repay an amortized loan
Down Payment Assistance Program	Grant/Loan	Not-for-Profit, Housing Authority, Local Government	Customers must qualify as Low or Moderate Income & repay an amortized loan

- DOH investment priorities include:
  - Housing for persons with special needs (homeless, elderly, physically or mentally disabled).
  - Preservation of existing affordable housing with expiring rental assistance contracts or rent restrictions.
  - Areas of the state with above average increases in housing cost and population.
  - The Department of Local Affairs (DOLA) Consolidated Plan provides a comprehensive listing of investment targets.
- Due to the limited nature of DOH affordable housing funds, the application process is highly competitive.
- Applicants should complete a number of steps before submitting an application to DOH, including:
  - Start the local government planning and zoning approval process.
  - Have conditional commitments for primary sources of capital.
  - All projects involving new construction should complete a third-party professional market study and submit it with the application.
- DOH uses the following criteria to evaluate each application. The cost ranges are a benchmark to assess whether a project is being built to modest standards or whether there are site conditions, market standards, or design considerations that necessitate higher or lower development cost. All development criteria that fall outside of the parameters of the various ranges must be accompanied by an explanation.

<b><u>Cost Criteria for Rental Development</u></b>	<b><u>New Construction</u></b>	<b><u>Acquisition w/ Rehab</u></b>
Total Development Cost	\$102 to \$140	\$85 to \$117
Hard Cost per Sq. Ft.	\$80 to \$105	\$80 to \$105
Soft Cost per Sq. Ft.	\$16 to \$23	\$ 5 to \$ 12
Land Cost per Unit	\$6,000 to \$12,000	
Annual Operating Expenses/Unit (PUPA)	\$2,500 to \$3,300	\$2,500 to \$3,300
DOH Subsidy per Unit	\$4,000 to \$8,500	\$1,000 to \$6,500
Debt Coverage Ratio	1.10 to 1.20	1.10 to 1.20
Tax Credit Sales Price	\$0.75 to 0.85	\$0.75 to 0.85

<b><u>Cost Criteria for Homeownership</u></b>	<b><u>Homeowner Downpayment</u></b>	<b><u>Subdivision Development</u></b>
Maximum Sales Price	Local FHA Mortgage Limit	Local FHA Mortgage Limit
Minimum Homebuyer Investment	1% of Sales Price or \$1,000	1% of Sales Price or \$1,000
Household Income	50% to 80% AMI	50% to 80% AMI
Land Cost per Unit		\$6,000 to \$12,000
Maximum DOH Subsidy per Unit	4.5% of Local FHA Limit	4.5% of Local FHA Limit

- DOH cost criteria, con't

<b><u>Operating Criteria for Programs</u></b>	<b><u>Homeowner Downpayment</u></b>	<b><u>Owner-Occupied Rehab</u></b>
DOH Award to Applicant/Administrator	Grant	Grant
Administrator Assistance to Customers	Loan	Loan
Administrative Funding Limits	The Lesser of 20% of Award or \$300/Loan	Up to 20% of Award
Housing Quality Standard	Local Code and HQS	Local Code and HQS

### 3. DOH TARGETS, 2004

DOH has set investment targets for FY2004. The primary Objective of each of these Targets is to decrease the number of Colorado Households with moderate to low income paying more than 30 percent of their monthly income for shelter expenses.

#### TARGET 1

- Increase the number of affordable rental housing units produced for households earning 60% or less of AML.
  - The target number of units is 1,850.

#### TARGET 2

- Increase the number of affordable home ownership opportunities created for low- and moderate-income households.
  - The target number of units is 500.

#### TARGET 3

- Increase statewide production of rental units by increasing the per unit leverage amounts from other sources.
  - The target leverage per unit is \$100,000.

#### TARGET 4

- Decrease the number of people living on the streets or in substandard housing conditions due to income, disaster or domestic violence.
  - The target number of persons served by all of DOH housing programs is 63,000.

#### TARGET 5

- Decrease the number of cost burdened households so they can contribute to their community and develop their own personal, social and economic self-sufficiency.



## 4. THE APPLICATION AND AWARD PROCESS

### **A. PUBLIC HEARING INFORMATION**

**A public hearing must be held prior to the submission of an application. A Colorado Division of Housing staff person must be present at the public hearing. Please see Appendix B – Regional Assignments for contact information. Please see Attachment C in the application form for sample public hearing language and publication guidelines.**

### **B. Application Submittal Instructions**

- DOH accepts applications on a continuous basis throughout the year.
- Applications are due on or before the 1st of the month for review that month.
- Applicants should submit at least 4 months prior to the date the funds will be needed.
- A Word/Excel version of this application is available by contacting either your region's housing development specialist (see Appendix B – Regional Assignments) or Ms. Mary Miller at (303) 866-2978 or [mary.miller@state.co.us](mailto:mary.miller@state.co.us), or by visiting the DOH website at <http://www.dola.state.co.us/doh/GrantsLoans.htm>.
- Submit applications to:  
Ms. Mary Miller  
Colorado Department of Local Affairs  
Division of Housing  
1313 Sherman Street, Room 518  
Denver, Colorado 80203
- Submit five (5) copies of the application form and Attachments A-G, including one copy with an original signature.
- Submit one (1) copy of all supporting documents.
- In the case of multi-jurisdictional applications involving more than one local government, an authorized signatory for each local government must sign the application forms.

### **C. Application Review Procedure and Timeline**

- The regional housing development specialist for the proposed project or program's region of the state (See Appendix B) will verify and review the application.
- DOH staff will hold telephone conversations with the applicant and members of the applicant's project team, and will also independently evaluate market data, financial information and feasibility. DOH staff will also confirm the past work of the applicant through contact with other people familiar with the applicant's work.
- DOH staff will create a Project Summary (also called the "ProCon") for use during DOH staff review that includes information on all aspects of the proposed project or program. This summary includes the staff recommendation and is provided to each applicant and the State Housing Board for their review.

- DOH's typical application review timeline is as follows:

<b><u>Activity</u></b>	<b><u>Deadline</u></b>	<b><u>Approx. Days</u></b>
Application Submission	1 <sup>st</sup> of the month	0
DOH staff verification and underwriting	Ongoing	Ongoing
DOH Development Staff Review Session (the ProCon Call)	3 <sup>rd</sup> Thursday of the month	15- 21
DOH Full Staff Review Session (the ProCon Meeting)	4 <sup>th</sup> Thursday of the month	22-28
State Housing Board	2 <sup>nd</sup> Tuesday of 2 <sup>nd</sup> month	38-45
Decide funding award amount and source	End of 2 <sup>nd</sup> month	60
Award Letter and Press Release	End of 2 <sup>nd</sup> month	60
Execute Contract	End of 3 <sup>rd</sup> month	90+
Process Payment Request	Two weeks after request received	104+
<b>HOWEVER – If DOH staff determine that an application is not complete or the project is not ready for a DOH funding commitment, then DOH staff may choose to hold the project for a future month's review cycle.</b>		

#### D. After the Award

- If the State Housing Board approves the project, then you will spend more time with the housing development specialist, finalizing the project development plans.
- Once the project details are completed, the housing development specialist will pass the project information on to the asset manager (see Appendix B for regional assignments).
- The asset manager will work with you to create a Project Performance Plan (PPP) that outlines the project's milestones and timeline. The PPP will become part of the contract.
- The asset manager will create legal documents governing your award, and will send them to you for signature. After their return, the asset manager will circulate them for signature by the state.
- The asset manager will provide technical assistance on required quarterly reporting, procedures to draw down funds, and all state and federal monitoring requirements.
- The asset manager will visit with you by phone several times during the term of the contract and at least once in person to do site monitoring.
- You will be required to complete a Project Closeout report for both the State as well as HUD on certain types of funding.

## 5. APPLICATION INSTRUCTIONS

This section contains instructions for completing all forms and attachments in the Application Form, as well as descriptions of other documentation to be submitted. Application narratives should be thorough and concise. DOH reserves the right to verify all information and to consult other organizations on the proposed project.

### A. Application Cover Sheet

The first page of the application form is the Application Cover Sheet. The following information must be provided:

<b><u>Information</u></b>	<b><u>Instructions</u></b>
Date Received	Completed by DOH staff
Project #	Completed by DOH staff
Amount Requested	\$ Amount of funds requested as a loan or grant from DOH
Applicant (name and address)	The name and address of the organization that is applying for funds. If the applicant will pass the funds through to another entity, please include the name and address of the sub-grantee.
Chief Elected Official, Executive Director, or President	The name, title and address of the individual that leads the applicant/organization. Also fill out phone & fax numbers for that individual and their email address.
Federal Tax ID No.	The number assigned to the applicant by the federal government for tax purposes. Also attach a signed W9 as Attachment G.
Designated Contact Person	The name, title and address of the person who knows the most about the proposal, who will be the primary contact person during the application process. Also fill out phone & fax numbers for that individual and their email address.
Type of Organization	Check the appropriate box. If the applicant is a not-for-profit, then attach a copy of its IRS determination letter as an Exhibit.
Type of Project	Check the appropriate box. If "Other", please give a short description.
Type of Project Activity	Check the appropriate box. If "Other", please give a short description.

B. Project Information Sheet

The second page of the application form is the Project Information Sheet. The following information must be provided:

<u>Information</u>	<u>Instructions</u>
Project Location	The specific address of the project property (or properties), or cross streets if a street number is not available. Also include the City, County & Zip Code it is in, and indicate the parcel(s) size.
Site Control Status	Check the appropriate place to indicate if the applicant owns the site or has it under contract to buy or to lease. Attach supporting documentation (such as a deed, contract to purchase, contract to lease).
Zoning Status	The site's current zoning code and a brief description of what use and density it allows. If the proposed project will require a zoning change or PUD, please indicate its status.
Community Support	How has the applicant worked to generate neighborhood, community and local government support for this proposal? Include financial support, waived fees, in-kind services, etc.
Lowering the Cost of Affordable Housing	What has the local government done to lower the cost of affordable housing in general, not just for this proposal? How do they support the development of affordable housing?

C. Narrative

Under the Narrative Section of the Application, answer the following questions for the project or program that you are proposing (use additional sheets as needed):

- Performance Targets – Check off which of the DOH Investor Targets your project will address.
- Project Description –
  - Describe the location of the project and its proximity to community amenities and services such as public transportation, employment, social services, grocery stores, parks, libraries, schools, etc. For programs, describe the geographic area it will serve.
  - For new construction or acquisition projects, describe the site, buildings, common spaces, etc., and attach site plans, elevations, floor plans &/or photos.
  - For programs such as downpayment assistance, describe the program's loan rates, terms, average & maximum loan amounts.
  - For new construction projects, describe what infrastructure or utilities are available at the site. If there are offsite infrastructure costs to the project, explain the rationale for choosing this site, and an analysis of other potential building sites. For single-family subdivisions, will the purchasers of the units be assessed any special district fees to recapture land improvement costs?

- Describe other financing commitments, including the terms (interest rate, fees, length of loan, etc) and level of commitment. Include construction as well as permanent sources. For each funding source, attach letters of commitment.
- Describe the market demand or need for the project or program. For new construction projects, attach a third-party professional market analysis. Under certain conditions, DOH may also require a market analysis for acquisition projects.
- Describe your capacity to complete this proposal by identifying similar projects that your organization has completed, and summarize their outcomes.

D. Project Proforma

The DOH Housing Development Analysis Spreadsheet (page 4 of the application form) is provided as an Excel spreadsheet. If you did not receive it with your application, please check the DOH website or contact your regional housing development specialist for a copy.

All applicants who are building or acquiring housing units must complete the first three (3) project budget tabs. If you are proposing a housing program such as downpayment assistance or owner-occupied rehabilitation, then skip these budgets and go to Section E of the instructions.

To complete the budgets, fill in the yellow shaded boxes. The rest of the calculations will be done for you.

1. Operating Budget

<b><u>Information</u></b>	<b><u>Instructions</u></b>
Project Name	Name the project as well as the applicant and the spreadsheet version (usually, “Application”).
Rental/Sales Income	List the number of bedrooms by income target (%AMI), number of units, square footage and monthly rent. All units in a project should be included, even if they are not affordable or if they are for management staff. If this is for-sale housing, then replace the Total Annual Rent column with Sales Prices. See Appendix C, Colorado State Housing Board Policy Statement, for guidance on unit sizes.
Income	Include all other income projected from sources such as parking, laundry, etc., on an annual basis. This does not apply to for-sale housing.
Vacancy Rate	Enter the vacancy rate as a percentage. This does not apply to for-sale housing.
Expenses	Detail all annual operating expenses, not including social services. This does not apply to for-sale housing.

2. Development Costs – See Appendix C, Colorado State Housing Board Statement, for guidance on development costs.

<b><u>Information</u></b>	<b><u>Instructions</u></b>
Non-living square footages	Enter the square feet of space in common areas such as halls, community rooms, and laundry rooms.
Acquisition Costs	Detail all costs associated with buying land or existing building(s). Document the sales price with an appraisal and attach it. Also ensure that the seller countersigns Attachment F.
Construction Costs	Cover all costs that would be included in a construction contract. The estimate should be obtained from a contractor or architect, and it must be based on preliminary architectural and engineering drawings.
Design Fees	Get your architect’s estimate of the cost to complete the project design, including plans and specifications. Do the same with an engineer for the cost of civil, mechanical or structural engineering design plans & specs. These fees may also include construction supervision.

Interim Costs	This includes costs incurred during predevelopment and construction, such as the developer's construction insurance for hazard, theft, and liability; construction loan fees and interest; consultants (please specify); and real estate taxes paid before the project is complete.
Permanent Financing Fees	Any costs associated with getting a permanent mortgage loan on your rental project should be listed here. Consult with your lender to estimate the cost of points and any other fees, and to determine if they will require an operating reserve. If your project involves Low Income Housing Tax Credits, CHFA can help estimate associated fees. The only line that applies to for-sale projects is the developer's fee. See Appendix C, Colorado State Housing Board Policy Statement, for guidance on developer's fees.
Tenant Relocation	If your application is for the acquisition of an occupied building, contact your DOH regional housing development specialist as early as possible to discuss the requirements of the Uniform Relocation Act and the potential cost of permanent relocation, if any. Temporary relocation is the cost of moving existing residents while rehabilitation work is done.
Project Management	Marketing includes the cost of advertising and staff to handle lease-up or sales. Project management is for the applicant's administrative costs to put the project together, although in most cases it is covered by the developer's fee.

### 3. Permanent Financing Sources

<b><u>Information</u></b>	<b><u>Instructions</u></b>
First, Second & Third Mortgages	Name the lender, then fill in the principle amount of the loan, its interest rate & term. Also code the loan with a "C" if it is a conventional loan, "T" if it is tax-exempt, or "F" if it is federal financing.
Tax Credits	Fill in your estimate of the equity that the project will generate from tax credits, based on your application to CHFA &/or a proposal from your investor.
Gov't Grants	List grants you have received (or expect to receive) from government sources, starting with the amount requested of DOH.
Other Grants	List private grants you have received (or expect to receive).

Owner Equity	Fill in the project owner's equity contribution, including any deferred developer's fee. See Appendix C, Colorado State Housing Board Policy Statement, for guidance on developer's fees.
CAP Rate	If you have a cap rate from an appraisal, enter it here.

E. Program Proforma

If your proposal is for a program such as downpayment assistance or owner-occupied rehabilitation, provide a detailed program budget and staff allocation plan using the fifth and sixth tabs of the DOH Housing Development Analysis Spreadsheet. To complete the budgets, fill in the yellow shaded boxes. The rest of the calculations will be done for you. If your company has its own staff allocation chart, you may submit a copy of that instead of filling out this spreadsheet.

1. Program Budget

<b><u>Information</u></b>	<b><u>Instructions</u></b>
Program Activities	The first column of the budget shows a typical list of program activities, but please customize it to reflect your proposal.
General Administration	These costs include staff salary, benefits and overhead for staff who would supervise or support the proposed program, for the proportion of their time spent on this program only.
Direct Administration	These costs include staff salary, benefits and overhead for staff who would run the proposed program, for the proportion of their time spent on this program only.
Total Project Cost	Summarize the total project budget in the second column.
State Funds Requested	List the state funds requested on the same line(s) as the Project Activities you intend to use them for.
Other Funds	List all other funds on the same line(s) as the Project Activities you intend to use them for. Make sure that the state funds & other funds add up to the total project cost for that line. If more than one "other" source will be used for the same activity, then add lines under that activity & be very careful that the block of cells add correctly.
Source	Name the source of other funds. There should be a name next to every cell with an "other funds" amount.
Status	Indicate the status of all other funds as either "pending" or "committed."



## 2. Staff Allocation Plan

<u>Information</u>	<u>Instructions</u>
Staff Positions	The first column of the budget shows a typical list of program staff positions, but please customize it to reflect your proposal.
Total Salary & Fringe	In the second column, put the entire amount of that staff person's salary & benefits.
% of Time	Across the top, list all of the housing programs run by your agency. For each staff person, fill in the percentage of their time they spend working on each program. Expand or shrink the number of columns as needed.

## F. Regulatory Information Sheet

Pages 5 and 6 of the application form ask for information concerning regulatory issues. The Regulatory Information Sheet has contact names and phone numbers in case you have questions. The following information must be provided:

<u>Information</u>	<u>Instructions</u>
Program Income	Check the appropriate box for whether or not your program will generate revenue from investing HOME or CDBG funds. Program income includes payments made on loans to homeowners for downpayment assistance or rehabilitation, and revenue from the sale of property acquired with federal funds. If yes, indicate who will retain any program income and how they will use it.
Environmental Issues	Check "yes" or "no" to a series of questions designed to identify potential environmental issues. Attach a floodplain map from FEMA (local government planning offices will have copies) and any other related documents. If you answered "Yes" to any of the questions, attach your mitigation plans.
Handicapped Accessibility	How many accessible units are included in the project? For new construction, Section 504 requires certain accessibility standards.
Davis Bacon Wage Rates	Check "yes" or "no" to indicate whether your construction cost estimates include Davis Bacon wage rates. Attachment E will help you determine if Davis Bacon applies to your project.
Acquisition, Relocation and Replacement	Check "yes" or "no" to a series of questions designed to identify potential issues with the acquisition of existing buildings. Attach an appraisal. Also attach a Voluntary Transaction letter countersigned by the seller as Attachment F.

G. Authorized Signature Sheet

A person with authorization from the applicant organization's board of directors must sign the application. Additional signatures are required only for "multi-jurisdictional" applicants involving more than one local government.

H. Attachments

Attachments A-G are required of all applicants to DOH. Copies of these attachments must be submitted with each of the five (5) copies of the application, including one copy with an original signature.

I. Supporting Documents

DOH requests that a variety of supporting documentation be submitted, depending on the proposed project or program. See the application form for more information. Please submit one (1) copy of each relevant document.

## 7. APPENDICIES (see following pages)

- A. State Housing Board Members
- B. Colorado Division of Housing Regional Assignments
- C. Colorado State Housing Board Policy Statement Regarding Cost Effectiveness and Developer Fee Payments
- D. Colorado Division of Housing Cost-Effectiveness Rating

## **APPENDIX A: Colorado State Housing Board Members**

### **Buchner, Suzanne**

**3rd Congressional District**

Tri-County Housing and CDC

P.O. Box 87, Fowler, CO 81039

Telephone: 719-263-5168

E-mail: [suzanne@tchcdc.org](mailto:suzanne@tchcdc.org)

### **Durham, Rose, Chairperson**

**5<sup>th</sup> Congressional District**

c/o Stockman Kast Ryan & Co.

102 N. Cascade Ave., Suite 400, Colorado Springs, CO 80903

Telephone: 719-630-1186

E-mail: [rdurhan@skrco.com](mailto:rdurhan@skrco.com) (M-W)

### **Marostica, Don**

**4th Congressional District**

Loveland Commercial LLC

1043 Eagle Drive, Loveland, CO 80537

Telephone: 970-667-7000, Ext. 4

E-mail: [devlpr@colomail.com](mailto:devlpr@colomail.com)

### **Neukirch, Peter H., Vice Chairperson**

**6th Congressional District**

Neukirch Consulting

3477 E. Jamison Ave., Centennial, CO 80122

Telephone: 303-771-4767

E-mail: [mailto:neukirche@aol.com](mailto:mailto:neukirche@aol.com)

### **Oldham, Jann**

**2<sup>nd</sup> Congressional District**

City of Boulder, Dept. of HHS

1101 Arapahoe, 2<sup>nd</sup> Floor, Boulder, CO 80302

Telephone: 303-441-3167

E-mail: [oldhamj@co.boulder.co.us](mailto:oldhamj@co.boulder.co.us)

### **Padilla, Rick**

**1<sup>st</sup> Congressional District**

Freddie Mac

8585 Chenango Ave., Denver, CO 80237

Telephone: 303-568-9079

E-mail: [Richard\\_Padilla@freddiemac.com](mailto:Richard_Padilla@freddiemac.com)

### **Rosser, E. Michael**

**7<sup>th</sup> Congressional District**

United Guaranty Corp

6312 S. Fiddlers Green Cir., Suite 425N, Greenwood Village, CO 80111

Telephone: 303-850-9003

E-mail: [mrosser@ugcorp.com](mailto:mrosser@ugcorp.com)

## APPENDIX B: COLORADO DIVISION OF HOUSING REGIONAL ASSIGNMENTS

		HOUSING DEVELOPMENT	ASSET MANAGEMENT
REGION 1	Logan, Morgan, Phillips, Sedgwick, Washington, Yuma	VACANT	MARGE LAMBETH (303) 866-4649 <a href="mailto:marge.lambeth@state.co.us">marge.lambeth@state.co.us</a>
REGION 2	Larimer, Weld	LYNN SHINE (303) 866-2046 <a href="mailto:lynn.shine@state.co.us">lynn.shine@state.co.us</a>	ANNE MCCREADY (303) 866-2319 <a href="mailto:anne.mccready@state.co.us">anne.mccready@state.co.us</a>
REGION 3	Arapahoe, City of Aurora, Douglas	VACANT	MARGE LAMBETH (303) 866-4649 <a href="mailto:marge.lambeth@state.co.us">marge.lambeth@state.co.us</a>
REGION 3	Adams, Broomfield	VACANT	JERRY OLSON (303) 866-3781 <a href="mailto:jerry.olson@state.co.us">jerry.olson@state.co.us</a>
REGION 3	Boulder, Clear Creek, Gilpin, Jefferson	VACANT	MARGE LAMBETH (303) 866-4649 <a href="mailto:marge.lambeth@state.co.us">marge.lambeth@state.co.us</a>
REGION 3	City and County of Denver	VACANT	JERRY OLSON (303) 866-3781 <a href="mailto:jerry.olson@state.co.us">jerry.olson@state.co.us</a>
REGION 4	Park, Teller	ANN WATTS (303) 866-4652 <a href="mailto:ann.watts@state.co.us">ann.watts@state.co.us</a>	JERRY OLSON (303) 866-3781 <a href="mailto:jerry.olson@state.co.us">jerry.olson@state.co.us</a>
REGION 4	El Paso	RICK HANGER (719) 544-2466 <a href="mailto:rick.hanger@state.co.us">rick.hanger@state.co.us</a>	MARGE LAMBETH (303) 866-4649 <a href="mailto:marge.lambeth@state.co.us">marge.lambeth@state.co.us</a>
REGION 5	Cheyenne, Elbert, Kit Carson, Lincoln	VACANT	SHANNON PICASO (303) 866-5306 <a href="mailto:shannon.picaso@state.co.us">shannon.picaso@state.co.us</a>
REGION 6	Baca, Bent, Crowley, Kiowa, Otero, Prowers	RICK HANGER (719) 544-2466 <a href="mailto:rick.hanger@state.co.us">rick.hanger@state.co.us</a>	
REGION 7	Pueblo		
REGION 8	Alamosa, Conejos, Costilla, Rio Grande, Saguache		
REGION 9	Archuleta, Dolores, La Plata, Mineral, Montezuma, San Juan		
REGION 10	Delta, Gunnison, Hinsdale, Montrose, Ourav. San Miguel	BILL WHALEY (970) 248-7302 <a href="mailto:bill.whaley@state.co.us">bill.whaley@state.co.us</a>	AUTUMN GOLD (303) 866-4648 <a href="mailto:autumn.gold@state.co.us">autumn.gold@state.co.us</a>
REGION 11	Garfield, Moffat, Rio Blanco, Mesa		
REGION 12	Pitkin, Eagle, Routt		
REGION 12	Summit	ANN WATTS (303) 866-4652 <a href="mailto:ann.watts@state.co.us">ann.watts@state.co.us</a>	ANNE MCCREADY (303) 866-2319 <a href="mailto:anne.mccready@state.co.us">anne.mccready@state.co.us</a>
REGION 12	Grand, Jackson	ANN WATTS (303) 866-4652 <a href="mailto:ann.watts@state.co.us">ann.watts@state.co.us</a>	JERRY OLSON (303) 866-3781 <a href="mailto:jerry.olson@state.co.us">jerry.olson@state.co.us</a>
REGION 13	Chaffee, Custer, Fremont, Lake	ANN WATTS (303) 866-4652 <a href="mailto:ann.watts@state.co.us">ann.watts@state.co.us</a>	SHANNON PICASO (303) 866-5306 <a href="mailto:shannon.picaso@state.co.us">shannon.picaso@state.co.us</a>
REGION 14	Huerfano, Las Animas	RICK HANGER (719) 544-2466 <a href="mailto:rick.hanger@state.co.us">rick.hanger@state.co.us</a>	

## **APPENDIX C: Colorado State Housing Board Policy Statement Regarding Cost Effectiveness and Developer Fee Payments**

As the Board charged under State Statute to make recommendations on grant awards to private enterprise and all public and private agencies for the construction and acquisition of adequate affordable housing in Colorado, the State Housing Board finds that it is in the public interest to provide financial incentives to those projects which can demonstrate the most cost effective use of the financial assistance provided. The amount and the timing of payment of developer fees can significantly impact the financial feasibility of a project. Those contemplating the construction or rehabilitation of housing for low and moderate income households, financed in part with state grants or loans, should use these policy objectives in planning the financial package for housing development.

### GUIDELINES

1. Developer fees as a percent of total development costs should not exceed the following limits:

Rehab	<25 units	10%
Rehab	>25 units	5%
New Construction	<25 units	15%
New Construction	>25 units	10%

2. The bulk of non-profit developer fee payments should be made with project cash flow over time. Only reasonable and necessary expenses for overhead, staff and professional fees incurred during the predevelopment and construction phase should be reimbursed at the time of closing the permanent financing.

3. Timing and payment of for-profit developer fees will be determined based upon a cash on cash analysis of owner equity and necessary and reasonable expenses for overhead, staff, and professional fees incurred during the predevelopment and construction phase. Generally, 8% cash on cash return will be deemed reasonable for calculating a rate of return on owner equity during the development phase. Additionally, an internal rate of return analysis will be used in determining what percentage of developer fees should be paid upon closing of the permanent financing in comparison to payouts over time through excess cash flows. Generally project subsidies will be reduced to limit an internal rate of return to 15 % or less.

### Guidance

These guidelines are intended to ensure that with the limited amount of funds available for affordable housing projects, each dollar benefits the largest number of Colorado residents. Nonprofit organizations, which develop affordable housing, play an important role in supplying housing to those in greatest need. However, state and federal grants for housing development should not be viewed as government endowments for future organizational expenses. Non-profit organizations are granted certain benefits to further their charitable mission including access to foundation and governmental assistance in the form of grants and certain tax exemptions. Like

any business, which incurs expenses as a result of its operations, non-profit agencies need to be made whole for the costs incurred in bringing housing developments forward to the occupancy phase.

In order to satisfy the demand for housing units in a variety of price ranges, private, profit-motivated developers need to receive a reasonable return on their investments. Because of the need for public subsidies in affordable housing developments, for-profit developers should weigh the advantages of limited returns on projects, which receive substantial equity subsidies. By increasing equity and providing below market rate financing, a government agency can reduce the investment risk a developer faces in a given project.

These guidelines provide definition to the response project planners may expect when the State Housing Board and Division of Housing staff review assistance requests. Housing developers are encouraged to consult with Division of Housing staff for further information on how these guidelines may impact the financial projections on a given project. Colorado housing markets are diverse and there may be instances when the above guidelines do not apply to a particular development plan. In such instances, the State Housing Board and DOH staff will work with project developers to arrive at financing plans which best meet the goal of providing cost effective affordable housing opportunities for Coloradans.

#### Balancing Construction/Maintenance and Operation Costs

The type and quality of structure are meaningful to the cost of construction and to the cost of operation. A balance should be achieved between construction costs and maintenance or operation cost. For example, electric heating may be less expensive to install in a new apartment building but natural gas heat may be significantly less expensive to operate over the life of the project. Similarly, more durable structures may be less expensive to maintain but may be so much more expensive to build that there is no overall benefit. Additionally, construction quality or building type may be a factor in obtaining grants or charitable contributions to help fund the project. Public entities may be reluctant to contribute to projects, which appear luxurious, but also unwilling to fund projects, which will quickly become maintenance problems or immediately viewed by a community as blight. The nonprofit developer needs to understand the attributes of construction type, which represent the best likely balance between building and maintenance cost and are most likely to be accepted by public entities and contributors. Discussions with the architect and engineer at the early stages of development create opportunities for substantial cost savings in the future.

#### Construction Type

Construction type can be categorized according to recognized descriptions. Class A construction typically reflects steel and concrete structures of multiple stories with glass or panelized curtain walls. Class B construction typically represents multiple story concrete structures with glass, brick or panelized curtain walls. Class C construction reflects masonry (block or brick) structures, which may incorporate steel or concrete structural elements. Class D construction is basically wood frame construction, which may also incorporate steel or concrete structural

elements. Steel buildings, often prefabricated with steel skin and roofing material, represent class S construction. These general classifications are classified by cost estimating services such as Marshall Swift and Means Construction Data. They apply to the basic structure and may be combined. For example, an apartment building may use block or masonry bearing walls (Class C) and wood interior framing and roof trusses (Class D).

Class A and Class B are the more expensive classifications and are not likely to make sense except for mid-rise, high density projects or multiple use structures in which commercial uses bear the greater burden of amortizing the cost of the building. Classes C and D are most likely to produce a favorable balance between acceptable appearance, affordable building cost and efficient operational cost. These classes include modular and prefabricated components, which may further contribute by decreasing construction time.

Designs for affordable housing should concentrate on these construction types. Furthermore, using previously developed plans as a basis for new projects can control design costs. Numerous FHA and Rural Development (formerly FMHA) financed multi-family projects have been constructed throughout the state from designs, which can be adapted to a variety of site conditions. Contacts with developers of these projects or architects who have participated in those projects may result in some cost savings by building on or modifying previous designs.

Some design elements are likely to produce unfavorable reactions from contributors, public entities and neighborhood opposition groups. Wherever possible, projects should take advantage of proximity to public recreational facilities rather than including recreational amenities. Similarly, common area amenity costs should be appropriate to the situation. For example, community rooms, clubhouses or kitchens should not duplicate nearby public facilities, which could be used by residents for the same purposes. Although amenities are necessary to attract tenants, careful consideration in the design phase can keep the cost of these features at an acceptable level. Outdoor courtyards and landscaped areas, for example, can be used to provide lower cost common elements, which make a project more desirable without the higher cost of incorporating these features within the structure. Other design elements such as vaulted ceilings; basements, balconies and extensive use of angles add cost and may be perceived as providing more than is needed for basic housing.

### Construction Quality

Within the classification type, construction costs also vary with quality. Generally, lower quality meets minimum building code requirements with few embellishments. As quality increases, product features are increased within the classification and greater qualities of material and workmanship are involved. For example, a masonry structure at the lowest quality and cost level may use slump or split-faced concrete block exterior walls with no other adornment. At a higher quality level, a stucco or face brick covering may be applied to the basic block construction. The facing material contributes to both the appearance and longevity of the underlying block structure.



Again, a balance should be achieved between construction cost, life expectancy and operating cost. Wood frame construction can be expected to last longer with less maintenance when brick or stucco facing is used. Certainly, maintenance costs will be lower than with composition or wood siding, but the initial cost of brick or stucco may eliminate the feasibility of the project. It should be noted that some construction components could be upgraded at a future date while others do not allow for improvement. Roof coverings, siding, interior finish and even windows and doors can be upgraded. Composition of sub-flooring, roof trusses, framing sound barriers and other structural components cannot be modified without a great deal of effort and expense. It may make sense, therefore, to utilize higher quality structural components and save cost on elements, which have shorter lives than the overall life expectancy of the building. Foundation walls can incorporate brick ledges, allowing a brick facing to be added to the building at a future date when lower cost siding needs replacement. Concrete or metal stairs and floor under-lay may prevent costly repairs late in the economic life of a multi-story building.

When planning a project it will be helpful to discuss these elements with the architect so that the cost estimates can be developed with quality level options. These can form the basis for a cost/benefit analysis. Ideally, this analysis should weigh initial construction costs against project objectives and requirements, and then progress to an evaluation of building costs versus operational costs.

## **COST CONTAINMENT GUIDANCE**

### Cost Guidelines

Guidelines for development cost must be general and cannot account for all of the individual variables, which might be encountered. They also often end up as self-fulfilling prophecies. When a guideline suggests that costs should total no more than \$50 per square foot, that upper limit becomes an acceptable cost level and little scrutiny is given to estimates at that level, which could in fact be overstated. General parameters, however, can be useful tools in evaluating project design and estimates of cost.

The U.S. Department of Housing and Urban Development publishes total development cost (TDC) limits on a regional basis with trending adjustments for the increase in cost components during the construction period. The TDC limits suggest the following unit sizes. These general standards represent current indicators of modest but decent housing, inclusive of public areas such as hallways, stairwells and common rooms. (Chart on next page)

<b>SUGGESTED SIZE LIMITS</b>	
Unit Type	Unit Size
Studio or Efficiency	500 SF
One Bedroom	700 SF
Two Bedroom	900 SF
Three Bedroom	1,200 SF
Four Bedroom	1,500 SF
Five Bedroom	1,700 SF
Six Bedroom	1,900 SF

HUD calculates maximum TDC for a development by multiplying the number of units of each bedroom type by the applicable limit for that unit type and adjusting for cost trending and development difficulty. Cost trend factors are developed from cost reporting services and account for an average construction period of two years. The current factor increases cost at three percent per year. Additional modification can be made up to five percent if necessary to account for extraordinary site costs, high land costs in low poverty areas, unavoidable environmental expenses, or need for community space. HUD limits adjustments to no more than 10 percent of the initial TDC limits.

These limits must be viewed as establishing general parameters. The following table indicates the range of TDC limits for various unit sizes and types. The lower end of the range represents costs from areas in Colorado where land and labor costs are lowest and the upper end represents areas where land values are higher, material costs reflect a higher transportation component, labor costs are higher and a variety of factors make development more difficult.

<b>TOTAL DEVELOPMENT COST LIMITS</b>							
Unit Type	Studio	One BR	Two BR	Three BR	Four BR	Five BR	Six BR
Single Family and Semi-Detached	\$86,512	\$114,296	\$149,223	\$180,082	\$212,799	\$233,187	\$252,743
	\$98,002	\$129,805	\$170,378	\$206,556	\$244,379	\$267,880	\$290,628
Row Dwelling or Townhouse	\$76,738	\$100,783	\$130,715	\$157,267	\$185,133	\$202,841	\$219,146
	\$86,427	\$113,716	\$148,103	\$178,986	\$210,874	\$231,122	\$249,859
Walkup Apartment	\$64,912	\$87,152	\$110,896	\$147,285	\$182,307	\$205,595	\$227,536
	\$74,760	\$99,620	\$126,504	\$167,887	\$207,403	\$233,666	\$258,090
Elevator Apartment	\$64,096	\$ 89,734	\$115,372	\$153,830	\$192,287	\$217,926	\$243,564
	\$75,138	\$105,193	\$135,248	\$180,331	\$225,414	\$255,469	\$285,525

The following examples illustrate how the TDC limits would be calculated:

Low Cost Example

5	One Bedroom Units	@ \$ 87,152 = \$ 435,760
10	Two Bedroom Units	@ \$110,896 = \$1,108,896
10	Three Bedroom Units	@ \$147,285 = <u>\$1,472,850</u>
SUBTOTAL		\$3,017,506
\$3,017,506 x 0.03 (3% Trend Factor) =		<u>90,525</u>
SUBTOTAL		\$3,108,031

Low Cost Example

5	One Bedroom Units	@ \$ 99,620 = \$ 498,100
10	Two Bedroom Units	@ \$126,504 = \$1,265,040
10	Three Bedroom Units	@ \$167,887 = <u>\$1,678,870</u>
SUBTOTAL		\$3,442,010

\$3,442,010 x 0.05 (5% High Cost Factor)=		172,101
SUBTOTAL		\$3,614,111

\$3,614,111 x 0.03 (3%Trend Factor)=		108,423
Total Development Cost Limit		\$3,722,534

## **APPENDIX D: Colorado Division of Housing Cost Effectiveness Rating**

Four (4) separate assessments are made to determine the Division of Housing's (DOH) Cost Effectiveness Rating. The sum of these assessments, measures the cost and the effectiveness of each development. DOH's development staff will use the following procedures on rental and homeownership development projects. The "Cost Effectiveness" tab in the Housing Development Analysis Spreadsheet calculates three of the four assessments. A project's rating will be discussed during our ProCon Call and ProCon Meeting and the results will be reported on a project's ProCon project summary to the State Housing Board.

### **Step One: Cost Per Person Housed**

We calculate the cost per person housed by dividing the total development expense by the estimated number of people to be housed in the proposed development. The number of people housed in the development is determined by multiplying the total number of bedrooms in family units by 1.5 people, plus one person for each efficiency or Single Room Occupancy (SRO). This number per bedroom is based on the California Affordable Housing Cost Task Force Policy Report, 1993. The cost per person is the result of this calculation. The following is an example:

For this example, we will use a project of 14 one-bedroom apartments. Since this is a family rental, multiply the number of bedrooms (14) by 1.5 persons per bedroom. If this example included efficiencies, SROs, or only seniors, the person per bedroom could be adjusted to one person per bedroom.

$$14 \text{ bedrooms} \times 1.5 \text{ persons per bedroom} = 21 \text{ persons}$$

The total development expense for this project is \$1,330,000. Divide this number by the number of persons housed by the development.

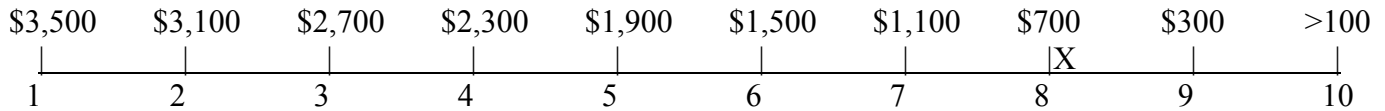
$$\$1,330,000 / 21 = \$63,333$$

The answer, \$63,333, is the amount of development expense required to house one person for one year. To accurately measure the total impact, divide this per person cost by the affordability period. In this example the affordability period is 99 years.

$$\$63,333 / 99 = \$640 \text{ per year}$$

How does this cost compare to other developments financed by DOH? To draw this comparison, DOH uses the following scale (see next page).

**Cost Per Person Housed = \$640 / #8**

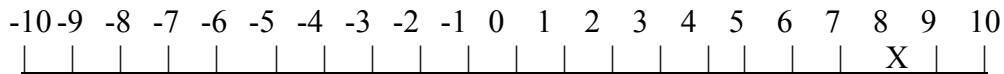


A cost per person housed of \$640 would earn a rating of 8, which is marked by the X.

**Step Two: Externalities**

DOH uses this tool to assess a proposed housing development's effectiveness as a place to live. Ten factors are used to measure a housing development's social, environmental, and personal impact on individual residents or the community. This chart is on the last page of this Appendix. Each factor will receive either a +1 or a -1 score for each externality. The total score is then compared to the following range:

**Externality Rating = #8**



Using the chart at the end of this Appendix as an example, the externality total is +8.

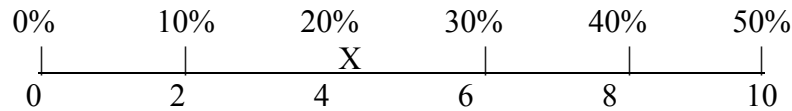
**Step Three: Rent Savings**

The Rent Savings Rating evaluates DOH's return on investment by comparing the amount of DOH investment in a project to household rent savings. The rent savings is the amount of household income saved by a family or individual who is paying a reduced or subsidized rent instead of an average market rent. The difference between subsidized rents and market rents can vary widely in Colorado. DOH's development staff will use the following procedures for rating the rent savings of each rental project using the Rent Savings matrix, on page 31.

The "Average Rents" section will list the average market rate rents for the entire project by bedroom size. The sources for average market rents include: The DOH Multifamily Vacancy & Rental Survey, the Denver Metro Apartment Vacancy & Rent Survey, current market area appraisals, and other comparable rent sources. The "Proposed Rents" line will summarize the rents the applicant is proposing to charge. The difference between the "Average" and "Proposed" rents will be converted to the Annual Rent Savings per household.

The requested DOH subsidy amount will be used to calculate the per-unit subsidy amount and the return on investment, which is shown as a percentage of the Savings per unit and the DOH subsidy per unit. The following example shows a DOH return on investment of 21%. The Return On Investment (Savings per unit/DOH subsidy per unit) in this example is calculated by dividing the Annual Rent savings per unit (\$1,020) by the DOH Subsidy per unit (\$9,000).

**Return On Investment from Rent Savings = 21% / #4**

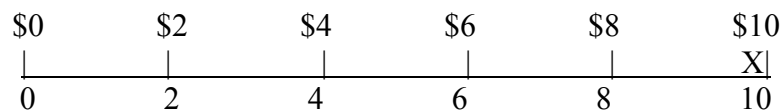


A rent savings of 21% would earn a rating of 4, which is marked by the X.

**Step Four: Leveraging**

DOH uses its funding to fill a financing “gap” for affordable housing developments. By filling this gap with either a loan or grant, DOH partners with other sources to finance a development. By sharing the risk with other funding partners, DOH leverages its resources with private and public investors. The leveraging ratio is created to show the amount of funds from other sources DOH is able to match or secure by its investment. This leveraging ratio is measured on a ten-point scale. One point is given for each dollar leveraged up to a maximum of 10. For developments able to leverage more than \$10 for every \$1 from DOH, the scale is limited to a maximum score of 10.

**Leveraging = \$1 DOH: \$10 Other Sources / #10**



In the example, DOH invests \$126,000 and leverages an additional \$1,204,000. This scores a 10 on our leveraging scale.

The following page shows the spreadsheet calculation for this example, from the “Cost Effectiveness” tab of the DOH Housing Development Analysis Spreadsheet. The last two pages of this appendix show the summary that DOH staff people create for each application. This two-page summary is attached to the DOH staff project summary and presented to the State Housing Board.

COLORADO DIVISION OF HOUSING \* HOUSING DEVELOPMENT ANALYSIS SPREADSHEET

Project Name: 0  
Date: 4/20/2003  
Developer: 0  
Spreadsheet Version: 0

Page #11

Cost Effectiveness Rating

Unit Size	# Units	# Bedrooms
0	0	0
1	14	14
2	0	0
3	0	0
4	0	0
	14	14 total bedrooms
		21 persons
Total project cost = \$1,330,000		
# Years affordable = 99		
Annual Cost/Person = \$640		

Rent Savings Bedroom/Bath	# Units	Average Rents	Total Rent
1/1	14	510	7,140
			0
			0
			0
			0
			0
	14	Monthly Market Rent	7,140
Monthly Proposed Rent: 4,900			
Monthly Rent Savings: 2,240			
Annual Rent Savings: 26,880			
Total Units: 14			
Annual Savings/unit: 1,920			
DOH Subsidy: 126,000			
DOH Subsidy/unit: 9,000			
Savings per unit / DOH sub per unit: 21%			

\* Use average rents from the Multi-Family Housing  
Vacancy & Rental Survey  
\*\* Do not include units for management that will not  
collect rent

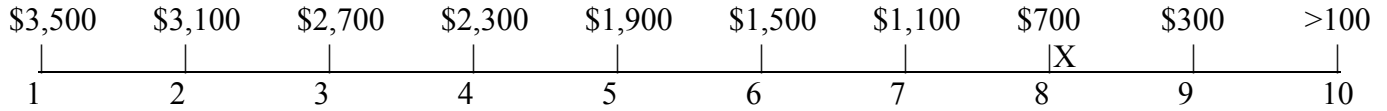
FHA / 221(D)3 Mortgage Limits				
Unit Size	# Units	FHA Limit	Total	
0		\$82,835	\$0	
1	14	\$95,508	\$1,337,106	
2		\$115,184	\$0	
3		\$147,435	\$0	
4		\$164,249	\$0	
Total Project Cost is		14	\$1,337,106	
			(\$7,106)	over (under)

Leveraging Ratio (TPC-DOH)/DOH=	10
DOH Subsidy per unit =	\$9,000

## Cost Effectiveness Rating

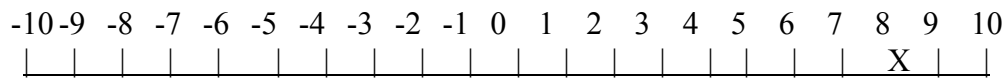
Step One –

**Cost Per Person Housed = \$640 / #8**



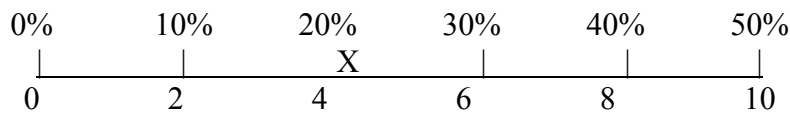
Step Two –

**Externality Rating = #8**



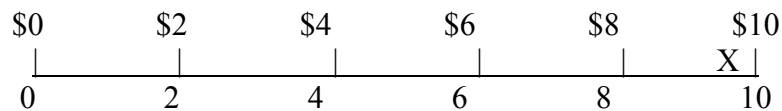
Step Three –

**Return On Investment from Rent Savings = 21% / #4**



Step Four –

**Leveraging = \$1 DOH: \$10 Other Sources / #10**



Step Five –

**Cost Effectiveness**

**Composite Score**

*This Score is the total of all  
four of the above factors*

**30**



<b>Externalities Matrix - Each external factor below should be scored positively or negatively based on the measure indicated.</b>		<b>+1</b>	<b>-1</b>
<b>1. Project Impact/Need</b> - The project meets an affordable housing need evidenced by market data.		+1	
<b>2. Public/Private Commitment</b> - The project has local government or community financial support.		+1	
<b>3. Management Capability</b> - The project developer has the capability of completing the project in a timely and satisfactory manner.		+1	
<b>4. Consistency With Local Land Use Plans</b> - Utilities, infrastructure, transportation and public services are available to the project without undue hardship or excessive cost.		+1	
<b>5. Environmental Impact</b> - The project will not have a detrimental impact on air quality, water quality, noise levels, view corridors or other locally determined areas of environmental concern.		+1	
<b>6. Social Impact</b> - The project will not have a detrimental social impact on the community or the residents.		+1	
<b>7. Special Needs Population</b> - Households residing in the project include persons with physical or mental disabilities or independent or assisted housing for seniors.			-1
<b>8. High Growth Area</b> - Counties with a greater than average growth in population or housing cost over the last two years.		+1	
<b>9. Preservation of Existing Affordable Housing</b> - The project would acquire and/or rehabilitate existing affordable rental housing.		+1	
<b>10. Serving Persons With Extremely Low Incomes</b> - The project would provide at least 5% of their rental units to persons with incomes below 30% AMI.		+1	
<b>Total (Net Positive or Negative Score)</b>	<b>+8</b>	<b>+9</b>	<b>-1</b>

<h1>Application for Colorado Division of Housing Loan/Grant Assistance</h1>		<b>GRAY SHADED AREAS ARE FOR STAFF USE ONLY</b>	
		Date Received _____	
		Project # _____	
<b>AMOUNT REQUESTED:</b> \$ _____		Loan _____ Grant _____	
<b>APPLICANT CONTACT INFORMATION</b>			
<b>Applicant (Organization Name and Address)</b>  		<b>Subgrantee (Organization Name and Address)</b>  	
<b>Chief Elected Official, Executive Director, or President:</b>  Name: Title: Address (if different from above):		Phone No:  Fax No:  Email:  Federal Tax ID No:	
<b>Designated Contact Person for Application:</b>  Name: Title: Address (if different from above):		Phone No:  Fax No:  Email:	
<b>TYPE OF ORGANIZATION</b>		<b>TYPE OF PROJECT</b>	
<input type="checkbox"/> Municipality/County/Consortia		<input type="checkbox"/> Rental	
<input type="checkbox"/> Nonprofit (attach IRS determination as an Exhibit)		<input type="checkbox"/> Homeownership	
<input type="checkbox"/> CHDO (Community Housing Development Organization)		<input type="checkbox"/> Rental Assistance	
<input type="checkbox"/> Public Housing Authority		<input type="checkbox"/> Group Home or Shelter	
<input type="checkbox"/> Private For-Profit Developer		<input type="checkbox"/> Other (Specify)	
<b>TYPE OF PROJECT ACTIVITIES (Check all of the activities involved in your project)</b>			
<input type="checkbox"/> New Construction		<input type="checkbox"/> Rehabilitation	
<input type="checkbox"/> Tenant-Based Rental Assistance		<input type="checkbox"/> Infrastructure Improvements	
<input type="checkbox"/> Program Administration		<input type="checkbox"/> Acquisition	
<input type="checkbox"/> Home Buyer Program		<input type="checkbox"/> Other (Specify)	

## PROJECT INFORMATION SHEET

### PROJECT LOCATION (We need a SPECIFIC location):

Street Address: (If not available, please list the location): \_\_\_\_\_.

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_ # Acres \_\_\_\_\_.

Attach legal description.

### SITE CONTROL STATUS:

Attach documentation.

☐

**OWNED**

☐

**CONTRACT**

Expiration Date:

\_\_\_\_\_.

☐

**LEASE**

Term:

\_\_\_\_\_.

### ZONING STATUS:

Site is presently zoned: \_\_\_\_\_.

Is the present zoning conforming or nonconforming? If nonconforming when will zoning change or PUD be granted?

**COMMUNITY SUPPORT:** Describe efforts made to build community support for the project and the results of those efforts.

Attach letters of commitment for funds or services from local sources. Also attach a Consolidated Plan Consistency Letter (from your local government, if it administers HOME funds, or from DOH).

**LOWERING THE COST OF AFFORDABLE HOUSING:** In general, what steps have the local government building/planning agencies taken to lower the cost of affordable housing?

## NARRATIVE

Performance Targets – Please indicate with an “X” the Target that applies to your proposal:

- \_\_\_\_\_ TARGET 1 – Increase the number of affordable rental housing units produced for households earning 60% or less of AMI. The target number of units is 1,850.
- \_\_\_\_\_ TARGET 2 – Increase the number of affordable home ownership opportunities created for low and moderate income households. The target number of units is 500.
- \_\_\_\_\_ TARGET 3 – Increase statewide production of rental units by increasing the per unit leverage amounts from other sources. The target leverage per unit is \$100,000.
- \_\_\_\_\_ TARGET 4 – Decrease the number of people living on the streets or in substandard housing conditions due to income, disaster or domestic violence. The target number of persons served by all of DOH housing programs is 63,000.
- \_\_\_\_\_ TARGET 5 – Decrease the number of cost burdened households so they can contribute to their community and develop their own personal, social and economic self-sufficiency.

Project Description: (See Page 12-13 of the Application Instructions. Add pages as needed.)

## **PROJECT PROFORMA**

(Replace this page with the appropriate Excel spreadsheets.  
See Pages 13-17 of the Application Instructions. Add pages as needed.)

## REGULATORY INFORMATION SHEET

### PROGRAM INCOME

Program income is revenue generated from investment of HOME and CDBG funds. HUD requires that the applicant report quarterly on the amount & use of program income. Examples of program income include: revenue from the sale of property acquired with federal funds and repayment of federally financed loans made by the applicant.

Will any program income be realized from the proposed investment of requested funds?	YES	NO
If yes, will the applicant or another organization retain the program income?		
If not the applicant, who?		
If you plan to retain program income do you know how it will be used?		

### ENVIRONMENTAL ISSUES – For questions contact: Erik Bergman (303) 866-4552, unless otherwise indicated

When using federal funds environmental reviews are required. If we can mitigate any potential environmental issues at the application stage it can minimize added time and cost to the project.	YES	NO
<p>For housing rehabilitation requests:</p> <p>Has there been an evaluation of asbestos hazards? Lead-based paint hazards? If Yes, attach a copy of the report(s).</p> <p>For questions contact: Rick Hanger, (719) 544-2466</p>		
Will the project be undertaken in flood hazard areas? Attach a flood plain map.		
For questions contact: Larry Lang, Colorado Water Conservation Board, (303) 866-3311		
Will the project be near a geological hazard area, or affect historical, archeological or cultural resources?		
For questions contact: Pat Rodgers, Colorado Geological Survey, (303) 866-2611 Dan Corson, State Historical Society, (303) 866-2673.		
Will the project be located within 1,000 feet of a major highway, 3,000 feet of a railroad, 15 miles of a commercial airport or near military airfields or some other major noise source?		
Will the project be located within one-mile of aboveground storage tanks, transmission pipelines or loading facilities for explosive or fire-prone substances?		
If you answered yes to any of the above, what alternatives have been considered? How do you plan to mitigate the adverse effects? Attach a separate explanation describing your mitigation plans.		
If a Phase I Environmental Audit has been completed, please attach a copy.		

### HANDICAPPED ACCESSIBILITY – For questions contact: Teri Davis (303) 866-4462

Will any units be handicap accessible?		
<p>When using federal funds, section 504 requires that in projects of 5 or more new rental units, 5 percent of all units must be accessible to persons with disabilities according to the Uniform Federal Accessibility Standards and 2% must be sensory adaptable. There are similar requirements for projects that make substantial alterations. The remainder must meet the accessibility requirements of the Federal and State Fair Housing Act, which require that all units in elevator buildings and ground units in other buildings be accessible.</p> <p>Your local government may have additional requirements.</p>		

### DAVIS BACON WAGE RATES – Contact Erik Bergman at (303) 866-4552 with questions or for local Davis Bacon wages rates

Are Davis Bacon Rates included in your construction cost estimates? See Attachment E to determine if Davis Bacon applies.	YES	NO

## REGULATORY INFORMATION SHEET, con't

<b>ACQUISITION ISSUES</b> – For questions contact Teri Davis (303) 866-2771		
Will the proposed project involve the acquisition of any land or buildings?	YES	NO
Has the Fair Market Value of the property been established by an appraisal or market comparison with at least three other properties?  Attach appraisal or data on comparables.  If not, how was "Fair Market Value" estimated?		
Has the seller/owner been notified of the Fair Market Value and signed the appropriate Voluntary Transaction letter? (See sample letter in Attachment F, and attach completed letter as Attachment F)  Date of Notification:		
<b>RELOCATION ISSUES</b> – For questions contact Teri Davis (303) 866-2771		
For any project involving the acquisition of occupied rental units, attach a copy of the General Notice to Tenants.	YES	NO
Will the proposed project activity directly result in permanent, temporary or economic displacement of existing tenants?  If yes, contact the Division of Housing staff, since there are mandatory actions and time frames that must be met to minimize relocation cost.		
If yes, are the displaced households considered low-income? Attach documentation of current resident incomes.		
If yes, what steps have been taken to minimize displacement?		
If yes, what assistance/benefits will be provided to displaced households?		
<b>REPLACEMENT ISSUES</b> – For questions contact Teri Davis (303) 866-2771		
Will the proposed project result in the demolition or change in the use of any existing low income housing units?	YES	NO
If yes, what plans have been developed to replace the units and ensure that they stay at or below "Fair Market Rent" for 10 years?		

## AUTHORIZED SIGNATURE SHEET

**The Chief Elected Official of the governmental unit, officer of the private corporation, or appropriate signatory must sign below. Additional signatures are required only in the case of "multi-jurisdictional" applicants. If this is a multi-jurisdictional application, the Chief Elected Official of each municipality and county participating in the application must sign.**

**To the best of my knowledge and belief, statements and data in this application, including the required Statement of Assurances and Certifications (Attachment A), the attached tables and other documentation, are true and correct.**

Signature	Signature	Signature
Name (Typed or Printed)	Name (Typed or Printed)	Name (Typed or Printed)
Title	Title	Title
Date	Date	Date
Signature	Signature	Signature
Name (Typed or Printed)	Name (Typed or Printed)	Name (Typed or Printed)
Title	Title	Title
Date	Date	Date



### Checklist for Attachments A – G

Check below whether this document is included with the application. If an attachment is not included, please indicate when it will be submitted.

<u>Attachments</u>	<u>DOH Document</u>	<u>Submitted</u>	<u>If not submitted, when will it be submitted?</u>
A. Statement of Assurances and Certifications	Yes		
B. Disclosure Report	Yes		
C. Public Hearing Announcement & Certification of Publication	Sample provided		
D. Residential Antidisplacement and Relocation Assistance Plan	Yes		
E. Davis-Bacon Exemption Checklist	Yes		
F. Acquisition of Land and/or Buildings – Sample Letter to Owner	Sample provided		
G. Request for Taxpayer Identification Number (TIN) Verification	Yes		

# ATTACHMENT A

## APPLICANT STATEMENT OF ASSURANCES AND CERTIFICATIONS

The application must adhere to the following assurances and certification, that it:

- 1) possesses legal authority to apply for the loan/grant and to execute the proposed project, and its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances required, and directing and authorizing the applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and
- 2) will give the State, the U.S. Department of Housing and Urban Development (HUD), and any state authorized representatives access to and the rights to examine all records, books, papers or documents related to the application and grant
- 3) it is following a detailed citizen participation plan which:
  - I. provides for and encourages citizen participation that emphasis on participation by persons of low and moderate income who are residents of areas which Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Housing Development Grant (HDG) and Revolving Loan Fund (RLF) funds are proposed to be used;
  - II. provides citizens with reasonable and timely access to local meetings, information, and records relating to its proposed and actual use of CDBG, HOME, HDG and RLF funds;
  - III. provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the applicant;
  - IV. provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least assessing needs, review of proposed activities, and review of program performance, which hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
  - V. provides for a timely answer to written complaints and grievances, within 15 working days where practicable; and
  - VI. identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
- 4) has provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG, HOME, HDG and RLF funds are proposed to be used; by:
  - I. furnishing citizens information concerning the amount of funds available for proposed housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income. Its plans for minimizing displacement of persons as a result of activities assisted with CDBG, HOME, HDG and RLF funds and its plan for assisting persons actually displaced as a result of such activities;
  - II. publishing a proposed project plan/application in such a manner to afford citizens an opportunity to examine its content and to submit comments on the proposed project plan/application and on the community development performance of the jurisdiction(s);
  - III. holding one or more public hearings, as indicated below, to obtain citizens view and responses to proposals and questions related to community development and housing needs, proposed activities and past CDBG, HOME, HDG, and RLF performances. All hearings were held no sooner than five days after notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped and for the needs of non-English speaking residents where a significant number of such residents could have been reasonably expected to applicant(s);

\*\*\* Applicant/Participant In the case of a "multi-jurisdictional" application, each participating municipality and county must hold at least one public hearing.

Public Hearings:

Date	Time	Location
_____	_____	_____
_____	_____	_____

Signature, Chief Elected Official/Executive Director/President	Date
--	------

**ATTACHMENT B**  
**DIVISION OF HOUSING DISCLOSURE REPORT**

1. Are you requesting more than \$200,000 from the Division of Housing? Yes\_\_\_\_ No\_\_\_\_
2. Have you received or applied for other HUD funding for this project that would make the total amount of HUD funds in the project more than \$200,000? Yes \_\_\_\_ No\_\_\_\_

If the answer to either 1 or 2 of this Part is "Yes", then you must complete the remainder of this report.

If the answer to both 1 and 2 of this Part is "No", then you are only required to sign the following certification and need not complete the remainder of this report.

I hereby certify that this information is true.

\_\_\_\_\_  
Chief Elected Official/Executive Director/President

\_\_\_\_\_  
Date

3. Financial Investors

Alphabetical List of All with a Financial Interest in the Project of over \$50,000 or 10% of Total Project Costs	Soc. Security or Employer ID #	Role in Project	Financial Interest in Project (\$ & %)

4. I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information provided or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I knowingly and materially violate any required disclosure of information, including intentional nondisclosure, I am subject to a civil money penalty not to exceed \$10,000 for each violation.

\_\_\_\_\_  
Chief Elected Official/Executive Director/President

\_\_\_\_\_  
Date

**ATTACHMENT C**  
**SUGGESTED FORMAT FOR PUBLIC HEARING ANNOUNCEMENT**  
**(Replace this form with your Notarized Proof of Publication)**

This notice must be published as a legal notice in a newspaper of general circulation in the area for one day at least five days prior to the public hearing.

The \_\_\_\_\_ (Name of Applicant) will submit an application to the Colorado Division of Housing. Before an application is submitted to the Division of Housing we invite all interested persons to attend a public hearing on (Date, Time, Location). The purpose of this application is to request (Amount of DOH Funding Request) to develop (Number of Units) of rental or homes for purchase at (Street Address of Property).

The proposed development will increase the availability of affordable housing in our community. The request of funding from the Division of Housing is to benefit persons with low and moderate incomes. It is not the intent to cause displacement from any existing housing; however, if persons are displaced from their existing residences reasonable housing alternatives will be offered.

Written comments should be mailed to \_\_\_\_\_ (Mailing Address of Applicant) and will be forwarded to the Division of Housing for consideration during the application process.

If special accommodations are needed for persons attending the public hearing, please let us know in advance.

\*\*\*\*\*

**INSTRUCTIONS FOR COMPLETING PUBLIC NOTICE**

State the specific purpose of the funding request, the amount requested, the address/location of the housing development or service area of the housing assistance.

The name of the applicant and the anticipated application submission date.

The time and place of the public hearing. The public hearing must be held in the community of the proposed project. For other housing assistance projects, such as down payment or housing rehabilitation assistance, it must be held at a central location.

The public hearing must be held in a location that is handicapped accessible and convenient for all citizens especially those households directly benefiting from the requested assistance.

The public hearing "proof of publication" must be submitted to DOH with the application. This submission should include the written record of comments raised by persons in attendance at the public hearing and the applicant's response.

Division of Housing staff will be in attendance at all public hearings proposing to (redevelop rental or "for sale" properties).

**Applicants for DOH funding are encouraged to involve residents and local governments in their development process and in the formulation of their management policies. The Division will provide each successful DOH applicant guidelines for adopting "Good Neighbor" practices.**

## ATTACHMENT D

### RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The (City, County, Agency or Company) will replace all occupied and vacant low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with HOME funds, as required by Section 105(b) of the Cranston-Gonzales National Affordable Housing Act (42.U.S.C. 12705(b)) and or with CDBG funds, as required by Section 104(d) of the Housing and Community Development Act of 1974, as amended (the Act).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the (City, County, Agency or Company) will make public and submit to the State the following information in writing:

1. Description of the proposed assisted activity; the general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate dwelling units as a direct result of the assisted activity; and a time schedule for the commencement and completion of the demolition or conversion.
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units; the source of funding and a time schedule for the provision of replacement dwelling units; and, the basis for concluding that each replacement dwelling unit will remain in a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.
3. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the approved Consolidated Plan.

To the extent that the specific location of the replacement housing and other data in items 1 through 3 are not available at the time of the general submission, the (City, County, Agency or Company) will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data are available and will provide relocation assistance, as described in 570.496a(b)(2), to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities. (name and phone number of the office) will be responsible for tracking the replacement of low/moderate income housing and ensuring that it is provided within the required period and will be responsible for providing relocation payment and other relocating assistance to any low/moderate income person displaced by the demolition of any housing or the conversion of low/moderate income housing to another use.

Consistent with the goals and objectives of activities assisted under the Act, the (City, County, Agency or Company) will take the steps indicated below to minimize the displacement of persons from their homes:

- Provide substantial levels of relocation assistance, as required by 24 CFR 570.496a(b)(2). The substantial cost of providing such assistance serves as a strong deterrent to unnecessary displacement. (REQUIRED)
- Replace all occupied and vacant occupiable low/moderate income housing demolished or converted as a direct result of HOME-assisted project activities, and makes such replacement housing affordable for at least ten years. The substantial cost of providing such replacement housing serves as a strong deterrent to unnecessary displacement. (REQUIRED)
- Consider all practical alternatives to any proposed project, which may result in residential displacement. Alternatives to be considered include other sites for the proposed facilities/project. Also to be considered are the costs and benefits, both financial and non-financial, of each alternative.

\_\_\_\_\_  
Signature of Chief Elected Official/Executive Director/President Date

**NOTE: EACH MUNICIPALITY AND COUNTY DIRECTLY PARTICIPATING IN A MULTI-JURISDICTIONAL APPLICATION IS REQUIRED TO HAVE A RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN.**

**ATTACHMENT E**  
**DAVIS-BACON EXCEPTION CHECKLIST**

The Applicant \_\_\_\_\_ (Name) \_\_\_\_\_ affirms that (part/all) of its HOME/CDBG project is accepted from Davis-Bacon Prevailing Wage Rate Provision because:

- \_\_\_\_\_ (a) The HOME/CDBG funds are used for acquisition ONLY and there is no construction.
- \_\_\_\_\_ (b) HOME/CDBG funds will be used for constructing or rehabilitating property that was designed for fewer than eight units (if CDBG funds are used) or twelve HOME designated units (if HOME funds are used).  
\*\*(See Discussion Below)
- \_\_\_\_\_ (c) The prime construction contract funded in whole or in part with HOME/CDBG funds is less than \$2,000.
- \_\_\_\_\_ (d) Part/all of the project consists solely of delivery of goods or services. (No construction contract.)
- \_\_\_\_\_ (e) Part/all of the project will be done through a force account. \*\*\* (For example, the grantee uses persons employed by the City to perform the work)
- \_\_\_\_\_ (f) There are no federal monies in the construction contract.
- \_\_\_\_\_ (g) All or a portion of the HOME/CDBG funds shall be used for the purchase of equipment:  
(Check one)
- \_\_\_\_\_ 1) Installation of equipment is incidental (less than 13%) of the total cost (equipment PLUS installation - this requires a separate quote for equipment and the installation;
- \_\_\_\_\_ 2) NO installation costs are included in the purchase of equipment.
- \_\_\_\_\_ (h) Proceeds of the HOME/CDBG loan shall be used for working capital ONLY.

\*\*\*Applicant should confirm with your development staff member regarding this option. Clarification is necessary because some housing type projects will qualify as public facilities and not as housing.

\*\*\*A force account is when a City or County receives funds and completes the project using their own employees. All employees in this case would be on the local government payroll.

\_\_\_\_\_  
Signature of Responsible Administrator

\_\_\_\_\_  
Date

**ATTACHMENT F**  
**ACQUISITION OF LAND AND/OR BUILDINGS**  
**SUGGESTED FORMAT FOR LETTER TO OWNER**  
**(Replace this form with your signed letter)**

Date:

Owner Name:

Owner Address:

Re:           Property at: (list address here)  
                Purchase Price:  
                Buyer: (agency, developer, or community name)

---

This is to inform you that (insert buyer's name) would like to purchase the property listed above. We have offered you the purchase price listed above for clear title to the property under the conditions described in the contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. This sale is voluntary. If you do not wish to sell, (insert buyer's name) will not acquire your property. (Insert buyer's name) does not have the authority to acquire your property by force.
2. We estimate the fair market value of the property to be: (insert value).

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation.

If you have any questions about this matter, please contact (contact person) at (phone number).

Sincerely,

Applicant signature: \_\_\_\_\_

I have read the above and agree with the statements therein:

Owner signature: \_\_\_\_\_

# ATTACHMENT G

Substitute Form <b>W-9</b>	<b>REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION</b>	Colorado Department of Administration <b>Do NOT send to IRS</b>
<b>PRINT OR TYPE</b>		<b><u>RETURN TO ADDRESS BELOW</u></b>
<b><u>Legal Name</u></b> <b>DO NOT ENTER THE BUSINESS NAME OF A SOLE PROPRIETORSHIP ON THIS LINE. See Reverse for Important Information</b>		
<b><u>Trade Name</u></b> <b>COMPLETE ONLY IF DOING BUSINESS AS (D/B/A)</b>		
<b><u>Primary Address</u></b> <b>City, State, Zip</b>		
<b><u>Remit Address - Optional</u></b> <b>City, State, Zip</b>		
<b><u>Order Address - Optional</u></b> <b>City, State, Zip</b>		
<b><u>Check legal entity type and enter 9 digit Taxpayer Identification Number (TIN) below:</u></b> <b>(SSN = Social Security Number      FEIN = Federal Identification Number )</b>		
<b>" Individual</b> NOTE: If no name is circled on a Joint Account the number will be considered to be that of the first name listed. (Individual's SSN) _____ - _____ - _____		
<b>Sole Proprietorship</b> (owner's SSN or Business FEIN) _____ (SSN) _____ - _____ - _____ " _____ (FEIN) _____ - _____ - _____		
<b>" Partnership</b> " General      " Limited      (Partnership's FEIN) _____ - _____ - _____		
<b>" Estate/Trust</b> NOTE: Do not furnish the identification number of the personal representative or trustee unless the legal entity is not designated in the listed account title. List and circle the name of the legal trust, estate, or pension trust. (Legal Entity's FEIN) _____ - _____ - _____		
<b>" Other Groups of Individuals</b> (Limited Liability Company, Joint Venture Association, Club)      (Entity's FEIN) _____ - _____ - _____		
<b>" Corporation</b> Do you provide medical services?    " Yes    " No (Includes corporations providing medical billing services)      (Corp.'s FEIN) _____ - _____ - _____		
<b>" Government</b> (or Gov Operated) Entity      (Entity's FEIN) _____ - _____ - _____		
<b>" Organization Exempt from Tax under Section 501(a)</b> Do you provide medical services?    " Yes    " No      (Orgs EIN) _____ - _____ - _____		
<b>" Check Here if you do not have a SSN or FEIN, but have applied for one. See reverse for information on How to Obtain A TIN.</b> Licensed Real Estate Broker?    " Yes    " No		
Under Penalties of perjury, I certify that: (1) The number listed on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me) AND (2) I am not subject to backup withholding because:(a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends' or (c) the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition of abandonment of secured property, contribution to an individual retirement arrangement (IPA), and payments other than interest and dividends).  CERTIFICATION INSTRUCTION - You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because or under reporting interest or dividends on your tax return. (See Signing the Certification on the reverse of this form.)		
<div style="text-align: center;">AGENCY USE ONLY</div> <div>             Agency _____              1099 Y _____ N _____              Vend Addition _____ Change _____           </div> <div>             Approved By _____              Action Completed By _____           </div> <div>             Date _____              Date _____           </div>		



## Checklist for Supporting Documents

This matrix shows those documents that are required for each application category.

<u>Documents</u>	Rental – New Construction	Rental – Acquisition/Rehab	Homeownership – Downpayment Program	Homeownership – New Construction	Homeownership – Rehabilitation	CHDO Operating	Pre-Development & Needs Assessment	<u>Submitted</u>	<u>If not, when will it be submitted?</u>
Board resolution authorizing application	X	X	X	X	X	X	X		
Most Recent Audit	X	X	X	X	X	X	X		
Legal Property Description	X	X		X					
Site Control Documentation	X	X		X					
Letters of Local Government Commitment	X	X	X	X	X	X	X		
Letters From Service Providers (only for 30% AMI units)	X	X							
Architectural Drawings and/or Photographs	X	X		X		X	X		
Funding commitment letters from all sources of funds	X	X		X					
Market Study	X			X					
Appraisal	X	X		X					
Construction Cost Estimates	X	X		X					
Staff Allocation Plan					X	X			
Floodplain Map	X	X		X					
Environmental Studies (Executive summary & conclusions)	X	X		X					
General Notice to Tenants (about URA/Relocation rights)		X							
Consolidated Plan Consistency Letter (HOME funds only)*	X	X	X	X	X	X	X		

\* If your project is located in a city or county that does not receive its own HOME funds, DOH will provide this letter.